Safeguarding children, young people and vulnerable adults' procedures

Missing child

In the building

- As soon as it is noticed that a child is missing, the member of staff informs the designated safeguarding lead who initiates a search within the setting.

- If the child is found on-site, the designated safeguarding lead checks on the welfare of the child and investigates the circumstances of the incident.

- If the child is not found on site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately. The parents/carers are then called and informed.

Off-site (outing or walk)

- As soon as it is noticed that a child is missing, the senior staff present carries out a headcount.

- One member of staff searches the immediate vicinity.

- If the child is not found, the senior staff calls the police and then contacts the designated safeguarding lead, (if not already on the outing).

- The designated safeguarding lead informs the parents/carers.

- Members of staff return the children to the setting as soon as possible if it is safe to do so. According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive.

Recording and reporting

- A record is made on the Child welfare and protection summary and Safeguarding incident reporting form. The designated safeguarding lead completes and circulates Confidential safeguarding incident report form to the relevant professionals as required.

The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).

Policies & Procedures for the EYFS 2024/25 (Early Years Alliance 2024)

- The manager carries out a full investigation.

- The designated safeguarding lead and manager speak with the parents/carers together and explain the process of the investigation.

- Staff present during the incident writes a full report using Safeguarding incident reporting form, which is filed in the child's file. Staff do not discuss any missing child incident with the press.